

AY22 REGISTRATION - Clerks Certification Exam Levels I, II, & III

10/25/21	Holiday Inn Tyler Conference Center	03/28/22	Hilton Dallas Lincoln Centre
11/15/21	Austin Southpark Hotel	04/11/22	Lubbock Overton Hotel
12/10/21	Austin Southpark Hotel*	05/02/22	SPI Isla Grand Beach Resort
01/05/22	San Antonio Colonnade Hotel	06/06/22	Austin Southpark Hotel
01/28/22	Courtyard by Marriott Pflugerville*	06/20/22	Omni Houston Hotel
01/31/22	Moody Gardens Hotel Galveston	06/27/22	Odessa Marriott Hotel
02/14/22	Omni Houston Hotel	07/29/22	Austin Southpark Hotel
03/08/22	Hilton Dallas Lincoln Centre		

The Texas Municipal Courts Education Center, in cooperation with the Texas Court Clerks Association, Texas Municipal Courts Association, and Texas State University, is sponsoring the Municipal Court Clerks Certification Program. In order to advance through the different levels, clerks must pass a standardized written exam at each level and satisfy certain other requirements.

Exam Times: Most exams are held from 1:00 - 5:00 p.m. on Day 1 of TMCEC Regional Clerks Seminars, the Court Administrators and Juvenile Case Managers Seminars, and the MTSI Conference. Exams at the New Clerks Seminars and Level III Assessment Clinic will be held from 1:00 - 5:00 p.m. on the final day of the program.

Eligibility: To be eligible to take the Level II test, you must have achieved Level I certification, and to take the Level III test, you must have achieved Level II certification. Bring your photo ID, plenty of number 2 pencils, and proof of test registration and payment.

Payment: A non-refundable, non-transferable registration fee of \$75 for TCCA/TMCA members per test, or \$150 for non-members per test is required. If taking Level II or III in parts the fee is \$25 per part for members and \$50 per part for non-members. Make checks payable to TMCEC and mail payment to **2210 Hancock Drive, Austin, Texas 78756**. Cash will not be accepted. Credit Card payments may be faxed to **512.435.6118** or **emailed to certification@tmcec.com**.

Deadline: The application and fee must be received by TMCEC at least five business days prior to the date of the test. If registering by fax, remember to mail your check so that it is received by the deadline. Advance payment is required for admission to the test.

Site: _____ Date of Test: _____

I am a member in good standing today of : TCCA Member TMCA Member I am not a member: Non-Member

I wish to take the following test(s): Level I (*all three parts*) Level II (*all three parts*) Level III (*all three parts*)
 Level II Part A Level II Part B Level II Part C
 Level III Part A Level III Part B Level III Part C

Name: _____ City Served: _____

Court Mailing Address: _____

City: _____ Zip: _____

Court Telephone No.: _____ Email.: _____

Credit Card Payment:

Credit card type:

- Master Card
 Visa

Amount to Charge: \$ _____ Credit Card Number _____ Expiration Date _____

Name as it appears on car (print clearly): _____

Authorized Signature: _____

I certify that I have read the requirements to participate in the Clerks Certification Program. I understand that if for any reason I am unable to take the test as scheduled, the fee will not be refunded to me nor will I be allowed to credit this payment to take the test at another date and time.

Signature: _____ Date: _____